

**OCCUPANT EMERGENCY PLAN
/USDA/USAID/TMG
1325 G STREET, N.W.
WASHINGTON, D.C. 20005**

INTRODUCTION

The attached Occupant Emergency Plan has been developed to safeguard the /USDA/USAID/TMG occupants of the building and to set forth procedures for the evacuation in the event of a fire or other physical emergency. Every /USDA/USAID/TMG occupant of the building is responsible for observing the rules and regulations set forth in this plan.

The plan includes floor diagrams with the stairways indicated. Elevators, passenger and freight, must not be used for the evacuation of the general population. They must be reserved for the supervised evacuation of disabled persons by Fire Department personnel and for use by other emergency personnel. A team of /USDA/USAID/TMG employees has been established to assure that responses to emergency situations will be prompt and effective. Their duties have been defined in the plan.

The designated staging area for 1325 G Street is the corner of 14th and New York Avenue in front of Frame II shop.

Familiarity with the instructions and procedures outlined here and the alarm signals and evacuation routes, as well as the close cooperation of all will result in a greater degree of safety for everyone.

DUTIES AND RESPONSIBILITIES OF EVACUATION PERSONNEL

A. Designated Official

The Designated Official is responsible for planning, supervising and expediting the organized and controlled movement of all /USDA/USAID/TMG occupants at 1325 G Street in the event of an emergency. The duties include:

- Developing emergency evacuation plans and disseminating the basic provisions of the plan to all /USDA/USAID/TMG personnel employed in the building.

- Direct the /USDA/USAID/TMG's activities in order to protect life and property.

- Exercise command responsibility for the orderly movement of all personnel at 1325 G Street in accordance with established procedures.

- Maintain liaison with , Police and Fire Protection Program Manager/ OSEP and GSA to coordinate emergency services and obtain training for the Evacuation Team and other designated staff.

- Coordinate arrangements for and directing fire and bomb evacuation drills. Conducting post-drill evaluations to assess effectiveness.

B. Occupant Emergency Coordinator

The Occupant Emergency Coordinator serves as the principal assistant to the Designated Official and reports to the designated staging area, located in the hallway between the stairways on the third floor in the event of an emergency. He/she performs such duties as the Designated Official may assign and is responsible for:

- Acting in the absence of the Designated Official.

-- The /FOIPA OEC is the first alternate of the Designated Official, with the /Div 4 OEC second alternate and the USDA/USAID/TMG OEC third alternate

- Serving as liaison between the Designated Official and the other members of the Evacuation Team.

- Monitors compliance with all provisions of this plan.

- Maintains a current roster, which is posted on bulletin boards, of personnel with evacuation assignments, listed by emergency assignment, identity and telephone extension. Promptly notifies the Designated Official of changes.

- Reports to the /FOIPA Deputy OEC at the staging area to report that their area of the floor is clear.

C. Deputy Occupant Emergency Coordinator

The Deputy Occupant Emergency Coordinator serves as the assistant to the Occupant Emergency Coordinator and reports to the designated staging area in the event of an emergency. He/she performs such duties as the Occupant Emergency Coordinator may assign and is responsible for:

- Acting in the absence of the Occupant Emergency Coordinator (OEC).
- Receiving the reports from the Floor Wardens of the complete evacuation of their respective floors and relaying this information to the Occupant Emergency Coordinator.
- Arranging CPR, first aid and other necessary medical training.
- Maintaining a list of personnel with CPR and other first aid/medical training who may be able to assist in the event of an emergency.
- Ensuring that designated areas of refuge are established where employees with physical disabilities are to remain until the emergency is over or they are directed to evacuate the building.

D. Technical Advisors

The Technical Advisors are responsible for:

- Identifying utilities, alarm systems and other pertinent systems and equipment in the building
- Making recommendations on the use of facilities and equipment.
- Maintaining an emergency call list for utilities
- Directing activities such as disconnecting utilities and making emergency repairs.
- Monitoring the fire panel located on the ground floor for any alarms.
- Immediately notifying the Designated Official of any emergency

situations.

- Providing notice to all employees of the all-clear situation, signaling them to re-enter the building when directed to do so by the Designated Official.

II. DUTIES AND RESPONSIBILITIES OF EMERGENCY EVACUATION PERSONNEL

A. Floor Emergency Warden

The Floor Warden, under the direction of the Designated Official and/or the Occupant Emergency Coordinator is responsible for supervising the planned and controlled movement in an emergency of all personnel assigned to his/her floor and visitors to the floor space. Duties include:

- Ensuring that evacuation routes and areas of refuge are clearly identified and that the employees of his/her floor are familiar with these evacuation routes.
- Ensuring the evacuation procedures are known to all employees assigned to the floor.
- Under certain conditions, making the determination if floor space should be evacuated and orders to evacuate.
- Directing the orderly flow of personnel, during drills or actual emergencies, along the prescribed evacuation routes.
- Ensuring visitors and contract personnel on the floor are evacuated by their designated escort.
- Establishing a new route of evacuation if a bomb or suspicious item is discovered along the normal route of evacuation.
- Coordinating the activities of wardens, stairway monitors, and disabled monitors.
- Ensuring that all personnel assigned to his/her area of

responsibility know the location of fire alarms and fire fighting equipment. If fire extinguishers are located in the space, ensuring that personnel assigned to the area have received training in the use of fire extinguishers.

- Reporting the complete evacuation of his/her area to the Deputy Occupant Emergency Coordinator.
- After the emergency, provides a written report to the Designated Official of any emergency evacuation problems.

B. Stairwell Monitor

Under the direction of the Floor Emergency Warden, the Stairwell Monitor controls the movement of personnel in the stairway. Duties include:

- Sending the Alternate Stairwell Monitor to inspect the stairwell to insure that there is no suspicious items, when evacuating for a bomb threat if the building management has not done so. The Alternate Stairwell Monitor will only check from the fourth floor down.
 - If the evacuation is not the result of a bomb threat, the Alternate Stairwell Monitor should proceed down the stairs and if there is no building personnel manning the gate (west stairway) or lower stairwell door (east stairway) maintain position there holding the door or gate until evacuation of personnel is complete.
- Immediately establishing a new route of evacuation if a bomb or suspicious item is located.
- Keeping the door to the stairway open during the entire evacuation.
- Keeping personnel in single file in the stairway and instructing them to grasp the handrail.
- Keeping people moving steadily at a walking pace and not

allowing them to run.

- Let the Disabled Persons Monitor know when the flow in the stairwell is decreased so they can begin evacuation of the persons with disabilities.
- After the emergency, reporting to his/her Floor Emergency Warden any problems encountered during the evacuation.

C. Disabled Persons Monitor

Under the direction of the Floor Emergency Warden, the Disabled Persons Monitor assists persons with physical disabilities who require assistance to evacuate the building either by EVAC chair personnel or the use of an emergency elevator (by the Fire Department). Duties include:

- Maintains a list of disabled individuals, permanent or temporary, and/or individuals who may require assistance who occupy space under his/her responsibility and makes all necessary provisions for their evacuation in the event of an emergency. Knowing location of the persons with disabilities who are to be assisted, the nature of their disability, and the location of any wheelchairs, crutches, etc., which may be needed.
- Assisting persons with disabilities from their work space to the designated area of refuge (in the elevator bank on both third and fourth floor). In the event of an evacuation, accompanying the disabled person out of the building and to the staging area. During a drill, remaining with the disabled persons at the designated refuge area until the call to re-enter has been made.
- Reporting to the Floor Emergency Warden, at the completion of the evacuation of persons with disabilities in their area.
- After the emergency, reporting to his/her Floor Emergency Warden any problems encountered during the evacuation.

D. Floor Assignments

The identities of the Floor Emergency Wardens, Stairwell Monitors, Disabled Persons Monitors and alternates for each position, shall be forwarded to the Occupant Emergency Coordinator. This list should include the name and telephone number of each person having one of these assignments. The assignments list must remain current and any changes in personnel must be furnished to the Occupant Emergency Coordinator in writing.

The name and extension of all key emergency evacuation personnel must be prominently displayed along with the diagram of the floor which indicated stairwells and evacuation routes.

III. DUTIES AND RESPONSIBILITIES OF ALL USDA/USAID/TMG PERSONNEL

All USDA/USAID/TMG personnel shall familiarize themselves with the Occupant Emergency Plan, ensuring that they know the location of emergency exits and at least two escape routes from their work space. They shall obey the instructions of the emergency personnel during drills and actual emergencies. All employees are expected to participate in drills unless specifically exempt by the Designated Official or Occupant Emergency Coordinator. After evacuating the building, employees shall assemble at the designated staging area.

During a building emergency or drill, employees with disabilities must go directly to their designated area of refuge where they are to remain until the emergency is over or they are directed to evacuated the building.

IV. 1325 G Street Building Systems

A. Alarm Systems

The alarm system in 1325 G Street consist of an audible and visual alarm. The audible alarm consist of two audible sounds followed by an emergency message. The visual alarm is a strobe light which flashes upon activation of the alarm system and operates in conjunction with the audible alarm.

The fire alarm system is activated by pulling down the face of the red fire alarm pull box. There is a floor plan marking the location of each fire alarm pull box and fire extinguisher included as part of the Occupant

Emergency Plan and one located by each stairway exit door on both the third and fourth floor of the building.

The building is also protected throughout by an automatic sprinkler system. Activation of this system will also activate the audible and visual alarm system.

Activation of the alarm system by the fire alarm pull box or sprinkler system does not notify the Fire Department. Since the building is protected by Kastle Systems, whenever the alarm system or sprinkler system is activated, an alarm goes off at Kastle Systems and they automatically notify the Fire Department.

B. Internal Communication

The internal communication will be by telephone. In certain situations not requiring immediate sounding of the alarm system, the Designated Official or Occupant Emergency Coordinator may mobilize emergency evacuation personnel without utilizing the alarm.

The Designated Official, Occupant Emergency Coordinator, Deputy Occupant Emergency Coordinator and Floor Wardens may issue verbal instructions, as required, to evacuate a part of the building or to direct other necessary actions. These instructions must be obeyed promptly.

When an alarm has been sounded, employees are not to use the telephones. Telephone lines must be kept open for use by those handling the emergency. This is especially important with the phone system in the space of both the third and fourth floors as these phones have a limited number of outside lines and a "not available" message is given and no call can be made.

C. Elevators

Elevators are not to be used in an emergency situation.

When an alarm is activated, the elevators will be recalled to the lobby level. Any employee on an elevator at that time should exit the elevator when it reaches the lobby and follow evacuation procedures.

If the disabled personnel have not been evacuated by employees using EVAC chairs, when it has been determined that it is safe to do so, the Disabled Persons Monitor will assist the Fire

Department in the evacuation of physically disabled persons in the elevators.

V. EMERGENCY EVACUATION PROCEDURES

A. Control Center

The Designated Staging Area located at the corner of 14th Street and New York Avenue is designated as the control center. All emergency operations are directed from this location. All Evacuation Team Members are to report to this location in the event of an emergency, or after their role in the evacuation is completed.

Attached to the OEP is a diagram of the staging area indicating the space designated where each USDA/USAID/TMG is to gather.

All wardens are responsible for the safe and expeditious evacuation of employees. When this has been accomplished, the wardens are no longer needed in the building and they are to join the evacuated occupants outside the building and report to the control center where they will provide assistance and direction as necessary until occupants are instructed to return to the building or are released.

B. Evacuation Procedure

If an alarm has been activated, employees are instructed to immediately proceed to the closest emergency exit. On both the third and fourth floor these emergency exits are located in the same hallways as the restrooms and are marked with an exit sign above each door.

The exit across from the men's room (W-west stairwell) allows a person to exit the building from the alley in back of the building (Route W-2, copy of floor plan attached). In this stairwell there is a gate on the first floor exit that is equipped with a crash bar. A crash bar allows an individual to exit the stairwell by applying pressure to the crash bar but it also denies anyone from entering the stairwell to gain access to any of the floors above. In this regard, all emergency exits doors to the stairwells are exit doors only as they do not permit anyone without a key from exiting a stairwell onto a floor. After going through the crash bar a person can exit the building by following the Fire Exit signs and exit to the alley behind the building. This exit involves a set of stairs going up

to exit the building after going through the gate, anyone who has trouble going up stairs should use the East stairwell exit. If there is blockage after the gate which prevents safe evacuation of the building, a person can exit through a door to the lobby (Route W-1, copy of floor plan attached). This should not be used unless Route W-2 is blocked and unsafe to use during an evacuation. The building has a glass front to the lobby and could become a safety hazard in an emergency. In addition, the front of the building needs to remain as clear as possible to allow the Fire and/or Police Department easy access to the building.

The exit across from the ladies' room (E - east stairwell) exits at the bottom of the stairs via a door to the hallway on the first floor that is used for deliveries. Upon entering this hallway and following the Fire Exit signs which point to the left, one would exit to the alley behind the building (Route E-1, Copy of floor plan attached).

To exit through the lobby, turn right after exiting the fire door at the bottom of the stairs, make an immediate right and go through the door to enter the lobby at the rear of the elevator bank and then exit through the front of the building (Route E-2, copy of floor plan attached). Again, this exit like exit W-1 should only be used if the route to the alley is blocked and unsafe to use during an evacuation.

All doors in . . . /USDA/USAID/TMG space on the third and fourth floor can be used as exits from the space. All doors in the . . . 'FOIPA space that are not main entrances are equipped with slide bolts. These bolts should only be in the locked position during off-hours when the space is totally unoccupied.

UNDER NO CIRCUMSTANCES SHOULD EVACUATION TAKE PLACE FOR A BOMB THREAT WITHOUT THE EVACUATION ROUTE FIRST BEING SEARCHED FOR A BOMB(S) OR SUSPICIOUS ITEMS.

It is important that each employee take the time to familiarize themselves with the emergency exits

Prior to evacuation, employees should take the following actions whenever possible unless such actions would endanger their lives or well-being:

- Secure classified documents. Place exposed records in cabinets or drawers to protect against damage. Secure all

personal belongings.

- Disconnect or turn off electrical equipment. Leave lights on.
- Last person leaving the space, closes the door.

ALL EMPLOYEES SHOULD REPORT TO THE DESIGNATED STAGING AREA AND REPORT IN SO THAT THE EMERGENCY EVACUATION TEAM CAN ASCERTAIN THAT EVERYONE HAS SAFELY EVACUATED THE BUILDING.

C. Returning to the Building After Evacuation

At the conclusion of the evacuation, the Technical Advisor (Building Engineers) will inform the Designated Official that it is clear to re-enter the building. The building does not have an all-clear signal built into the alarm, so employees should wait for word from one of the Emergency Evacuation Team that it is safe to re-enter the building.

EMERGENCY EVACUATION TEAM

Building: 1325 G Street N.W.
Washington D.C. 20005

Designated Official: SuLynne L. Konopka

Telephone: (202)220-1109

Pager: (888)557-6885

FOIPA Section: (3rd and 4th floors)

Occupant Emergency Coordinator: Brian Fields

(OSHA Representative)

Telephone: (202)220-1009

Cell Phone: (540)850-9169

Deputy Occupant Emergency

Coordinator:

Jerome Lindsay

Telephone: (202)220-1745

Technical Advisors:

On site building engineers

Telephone: (202)393-1442

Floor Emergency Warden

3rd Floor:

Dave Hartzell

Telephone: (202)220-1121

Alternate: Steve Phelps

Telephone: (202)220-1127

3rd Floor Disabled Persons Monitor:

Sharon P. Tucker

Telephone: (202)220-1185

Alternate: Barbara Hatch

Telephone: (202)220-1140

DPM assistants

Maurice Hill (202)220-1033

Charles Miller (202)220-1105

Stairwell Monitor 3rd Floor

West Stairwell:

Steve Schmidt

Telephone: (202)220-1046

Alternate: Lawanna Jones

Telephone: (202)220-1053

East Stairwell: Cathy Wade
Telephone: (202)220-1016
Alternate: Paulette Foster
Telephone: (202)220-1017

Floor Emergency Warden
4th Floor: Bill Roberge
Telephone: (202)220-1763
Alternate: Jessie Perry
Telephone: (202)220-1742

4th Floor Disabled Persons Monitor: Shirley Novak
Telephone: (202)220-1732
Alternate: Ellen Collins
Telephone: (202)220-1738
DPM assistants: Nate Wright (202)220-1731
Joe Ashburn (202)220-1719

Stairwell Monitor 4th Floor
West Stairwell: Rene Lindsey
Telephone: (202)220-1701
Alternate: Rob Trail
Telephone: (202)220-1704

East Stairwell: John Cryer
Telephone: (202)220-1757
Alternate: Bernice Williams
Telephone: (202)220-1743

4 / Suite 480:

Occupant Emergency Coordinator:
Telephone:

Eula S. Sams
(202)220-1842

Deputy Occupant Emergency:
Coordinator:
Telephone:

Joseph A. Thoma
(202)220-1850

Floor Emergency Warden:
Telephone:
Alternate:
Telephone:

Sara F. Ady
(202)220-1835
Judy Lake
(202)220-1843

Disabled Persons Monitor:
Telephone:
Alternate:
Telephone:
DPM Assistants:

Thomas E. Willis
(202)220-1836
Sean Robinson
(202)220-1851
Dennis Kalinski (202)220-1839

USDA / Suite 400

Occupant Emergency Coordinator:
Telephone:

Catherine J. Watkins
(202)219-0467

Deputy Occupant Emergency
Coordinator:
Telephone:

Loretta Shaw
(202)219-0490

Floor Emergency Warden
ANRE/TMG Staff:
Telephone:
Alternate:
Telephone:

James Graham
(202)219-0453
Cheryl Jackson
(202)219-0504

Floor Emergency Warden
HRD Staff:
Telephone:
Alternate:
Telephone:

Brad Strickland
(202)219-0482
Connie Davis
(202)219-0474

Floor Emergency Warden

BHR/AELGA Staff:

Telephone:

Alternate:

Telephone:

John Steele

(202)219-0494

Yene Belayneh

(202)219-0495

Disabled Persons Monitor:

Telephone:

Alternate:

Telephone:

DPM Assistants:

Anne Salinas

(202)219-0498

Linwood James

(202)219-0459

Tom Marr (202)219-0462

RESPONSIBLE OFFICIALS' SIGN-OFF SHEET

By their signature below, the following officials certify that they have participated in the development of the Occupant Emergency Plan and fully understand the procedures to be followed in an emergency affecting the facility and employees for which they are responsible.

Designated Official:

Name _____
Signature _____
Title _____

1 / Suite 300
Occupant Emergency Coordinator:

Name _____
Signature _____

4 / Suite 480
Occupant Emergency Coordinator:

Name _____
Signature _____

United States Department of Agriculture
Foreign Agricultural Service / Suite 400
Occupant Emergency Coordinator:

Name _____
Signature _____

Building Management:
MPG Real Estate, LLC

Name _____
Signature _____

EMERGENCY TELEPHONE NUMBERS

POLICE: **911**
(Non-emergency): (202)727-1010

FBI POLICE: **(202)324-5850**

FIRE: **911**
(non-emergency): (202)462-1762

FEDERAL PROTECTIVE SERVICE: **(202)708-1111**

BUILDING MANAGEMENT: **(301)990-4900**
Kathryn Clements
MGP Real Estate, LLC

HAZARDOUS MATERIALS: **(202)483-7616** (From Washington DC)
Chemtrec 800-424-9300
(Chemical Transportation Center)

For . . . , FOIPA personnel:

After all emergency calls are made contact FOIPA Section Chief
John M. Kelso, Jr. at (202)324-3625.

New York Avenue

14 th Street

Alley

USDA
USAID
TMG

Park Bench

DO

Designated
Official

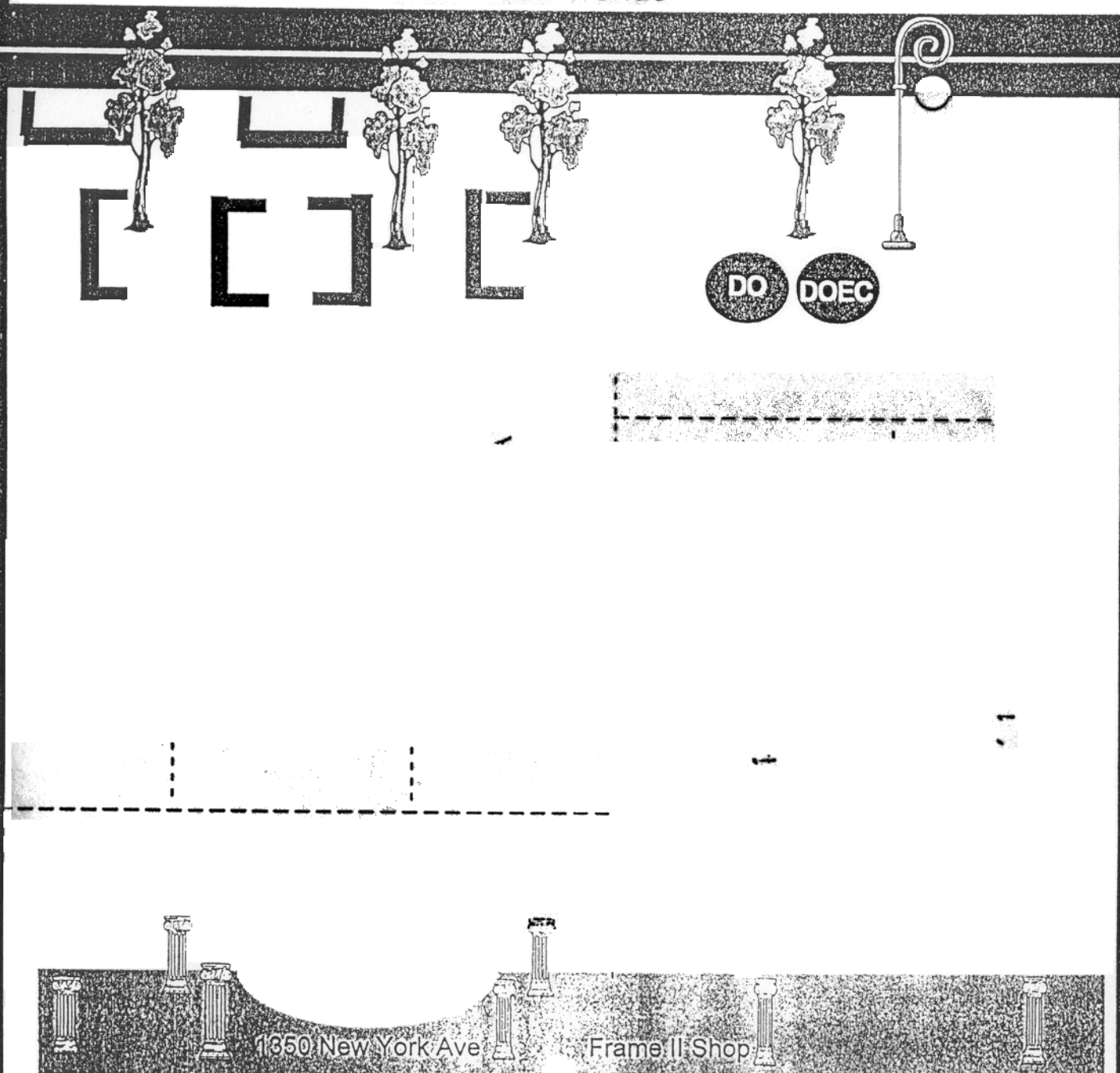
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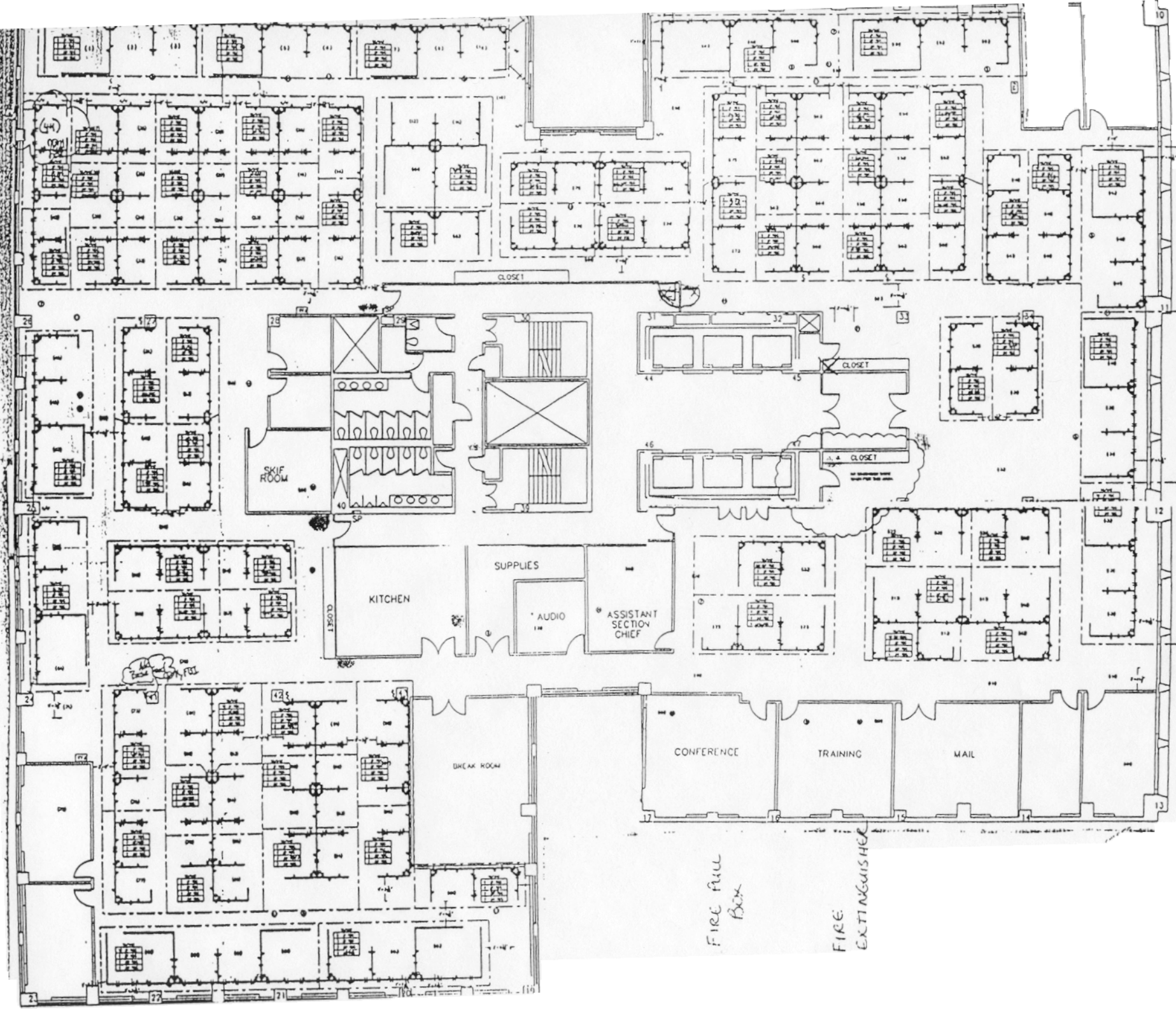
FOIPA/Deputy
Occupant
Emergency
Coordinator

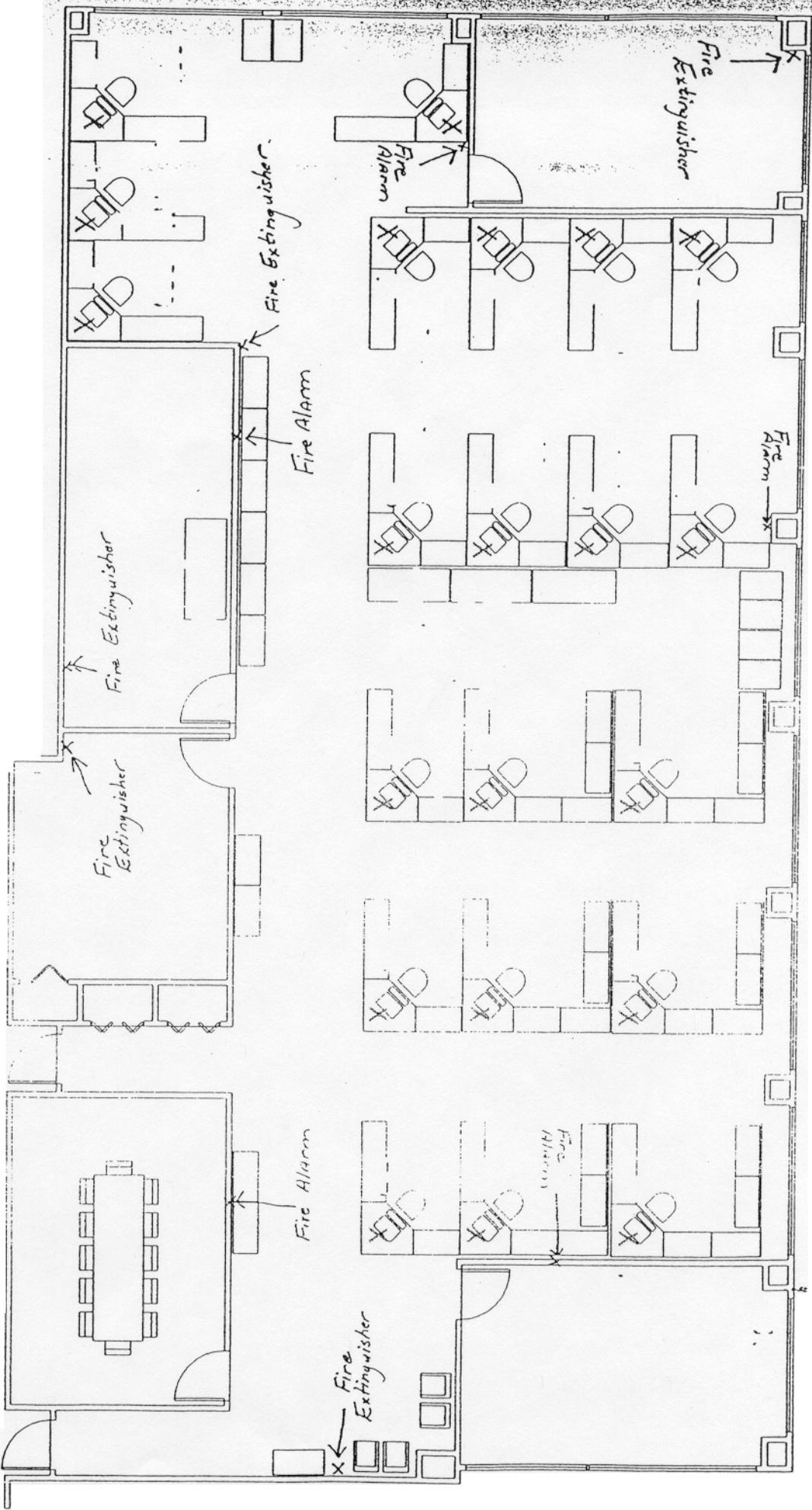
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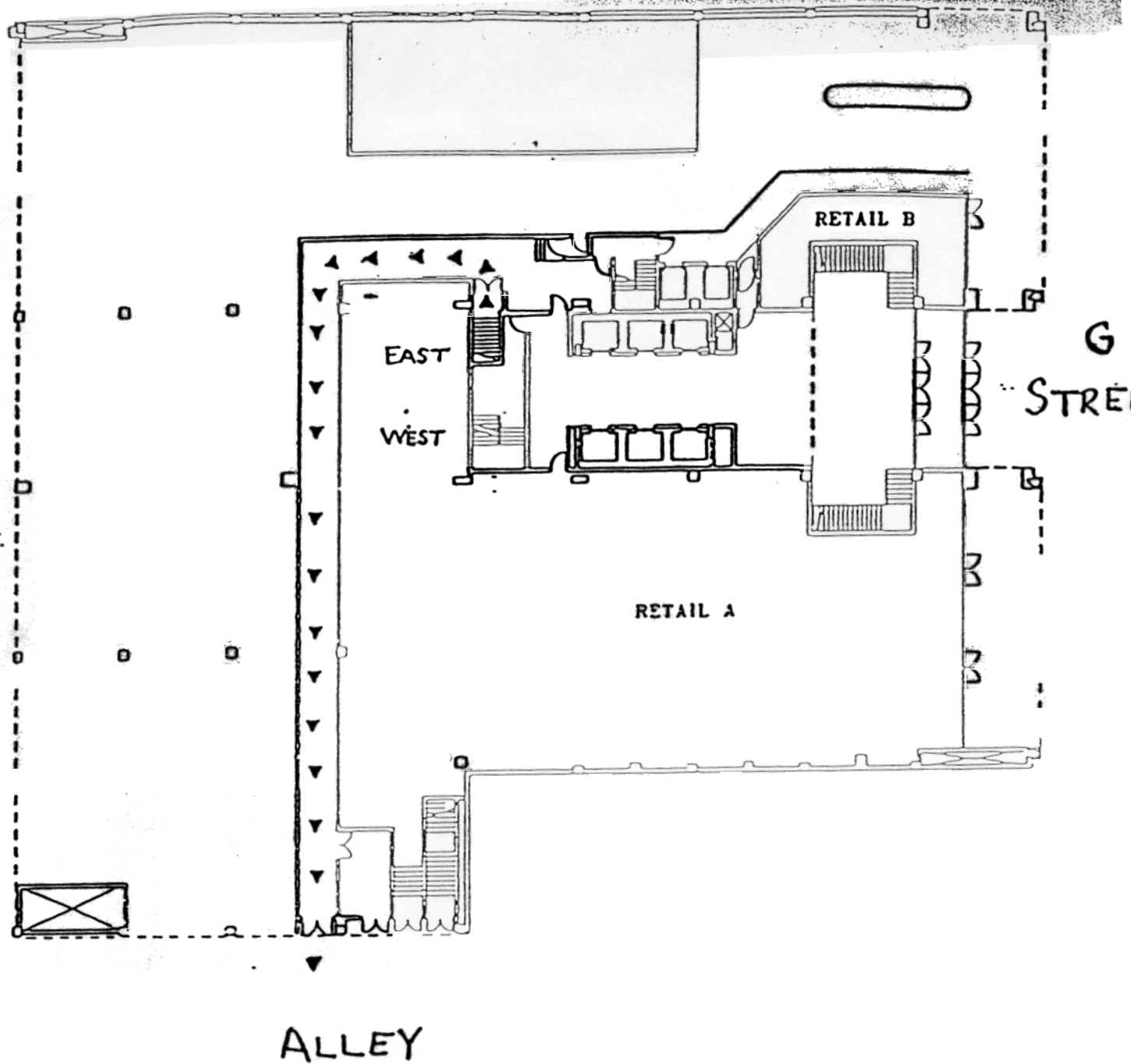
1350 New York Ave

Frame II Shop





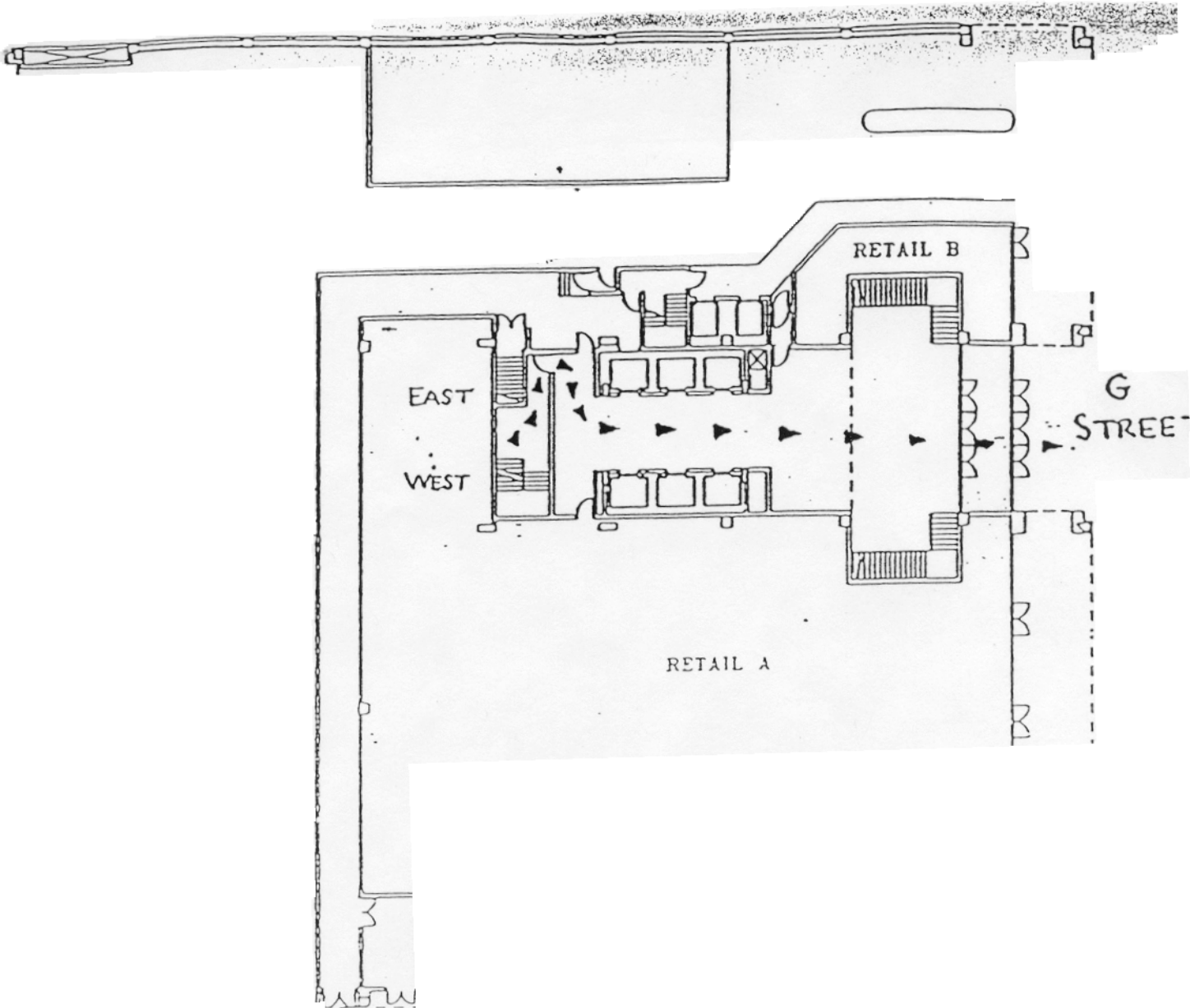




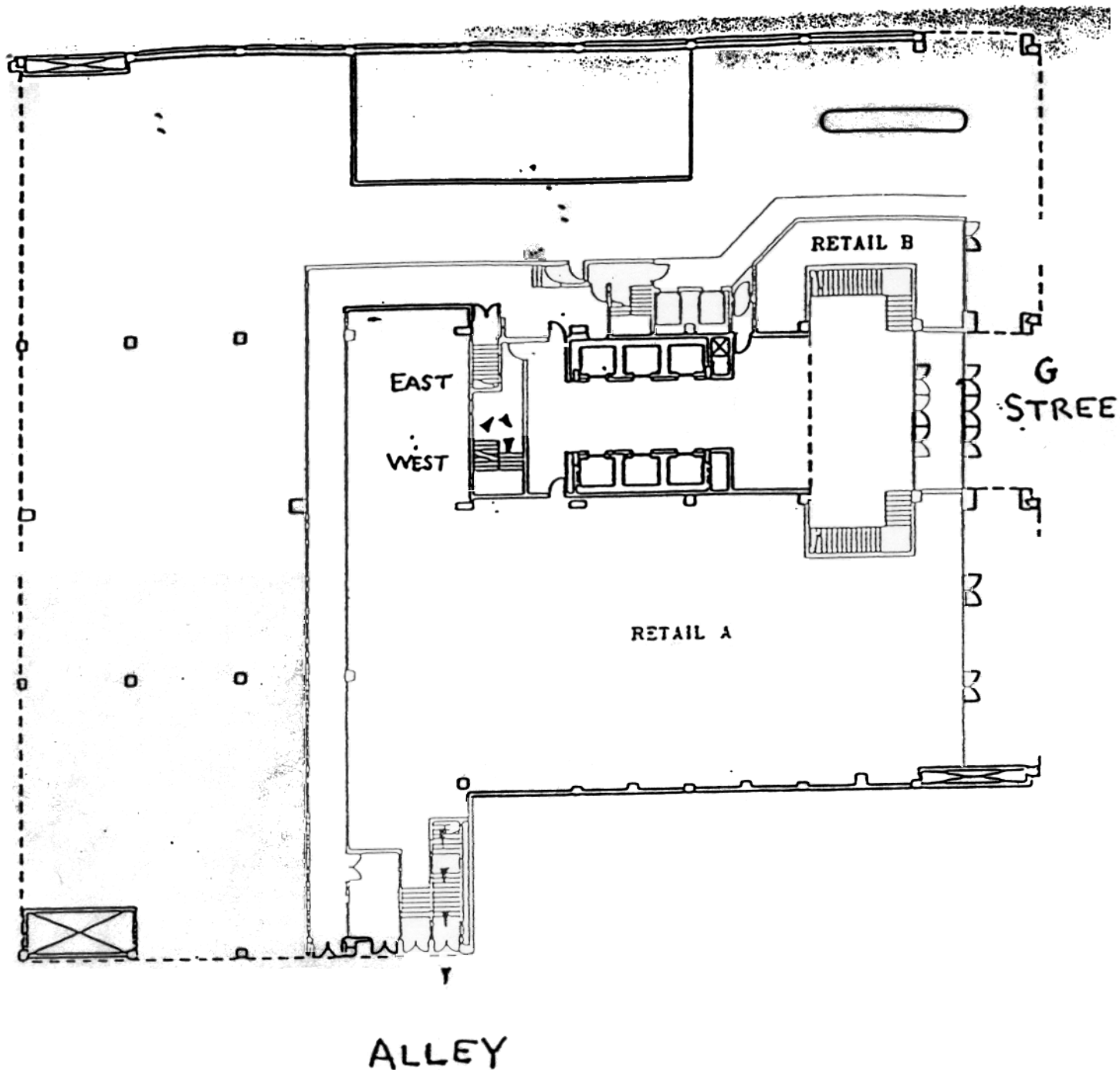
ROUTE E-1

FIRST FLOOR

1325 G STREET
AT METRO CENTER
AREA CALCULATIONS
O/S 1612



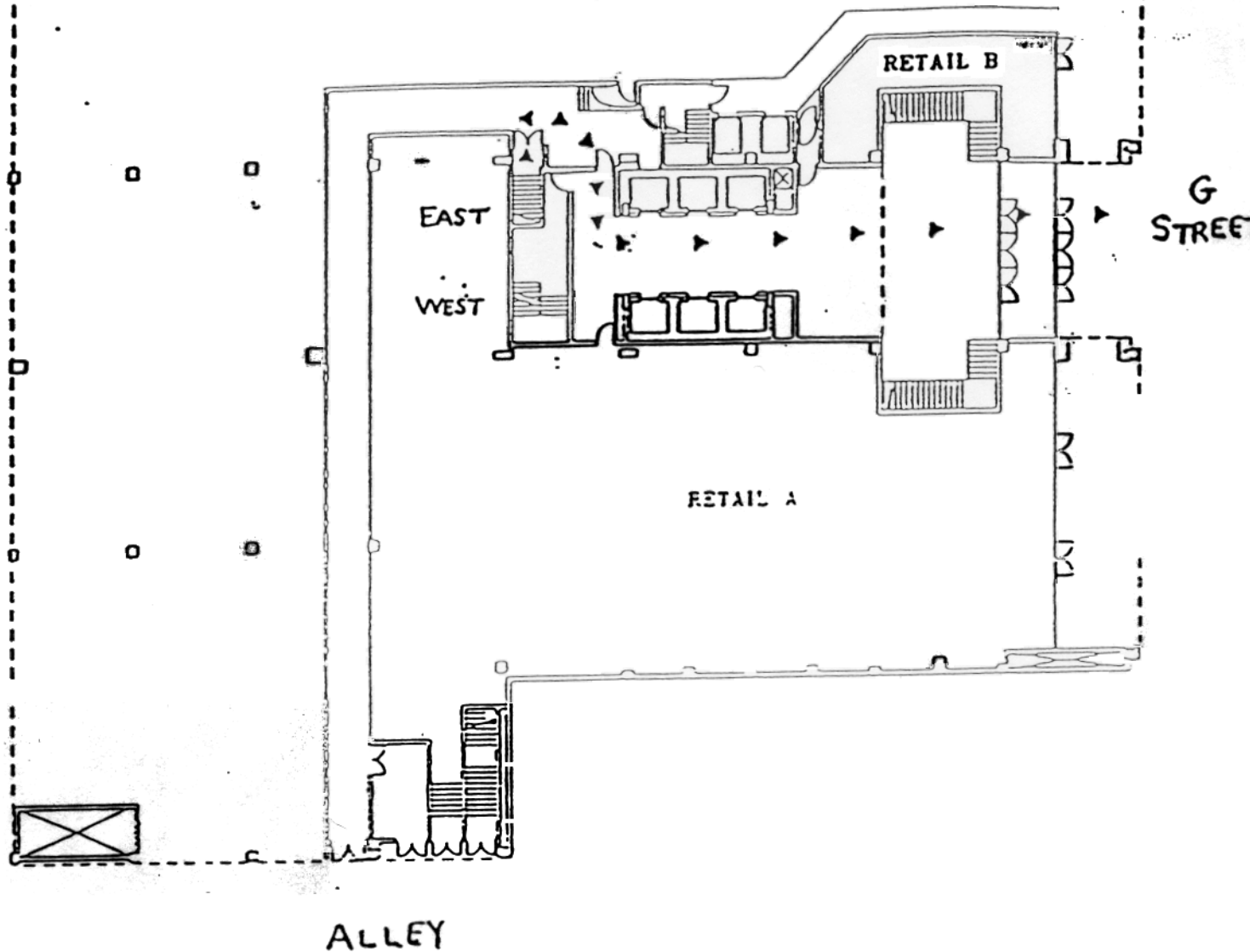
ROUTE



ROUTE W-2

FIRST FLOOR

1325 G STREET
AT METRO CENTER
AREA CALCULATIONS
OLS 1612



ROUTE E-2

FIRST FLOOR

1325 G STREET
AT METRO CENTER
AREA CALCULATIONS
013 11:2